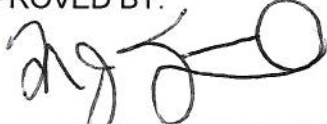




DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT CONTACTS WITH MEMBERS OF THE BOARD OF SUPERVISORS	POLICY NO. 611.01	EFFECTIVE DATE 09/15/2014	PAGE 1 of 1
APPROVED BY:  Director	SUPERSEDES 10/01/1989	ORIGINAL ISSUE DATE 04/02/1979	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide guidelines regarding the Los Angeles County-Department of Mental Health (LAC-DMH/Department) employees contacting members of the Board of Supervisors.

POLICY

- 2.1 LAC-DMH supports the rights of its employees to contact the Board of Supervisors.

PROCEDURE

- 3.1 Employees of the LAC-DMH shall be allowed to exercise their rights as citizens in contacting members of the Board of Supervisors on their own time. Furthermore, if employees have available paid leave, they may not be denied the right to use this time, except when their absence would be detrimental to the needs of the work unit.
- 3.2 Contact with members of the Board of Supervisors or their deputies on behalf of the Department and/or regarding Departmental issues must be coordinated through the Office of the Director or Chief Deputy Director.

AUTHORITY

LAC-DMH Administrative Directive

RESPONSIBLE PARTY

LAC-DMH Human Resources Bureau